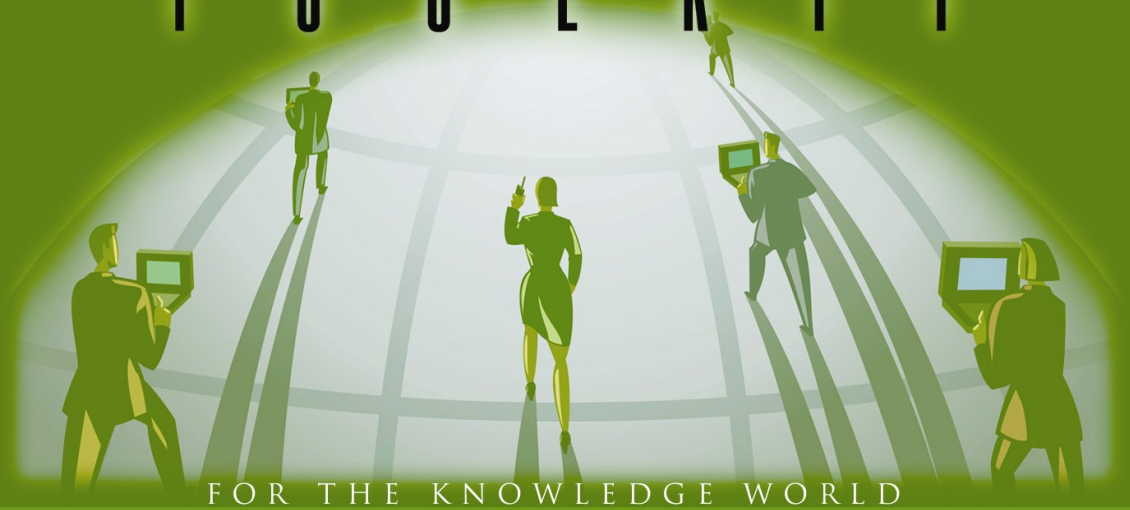
DEPARTMENT OF THE NAVY

INFORMATION LITERACY TOOLKIT



FOR THE KNOWLEDGE WORLD

Definition of Information Literacy

Information age skills that enable individuals to recognize when information is and is not needed and how to locate, evaluate, integrate, use and effectively communicate needed information.

Basic goals of IL

- Determine the nature and extent of the information needed.
- Access needed information effectively and efficiently.
- Evaluate information and its sources critically, and incorporate selected information into your knowledge base and value system.
- Use information effectively to accomplish a specific purpose.
- Understand the economic, legal, and social issues surrounding the use of information and to use information ethically and legally.

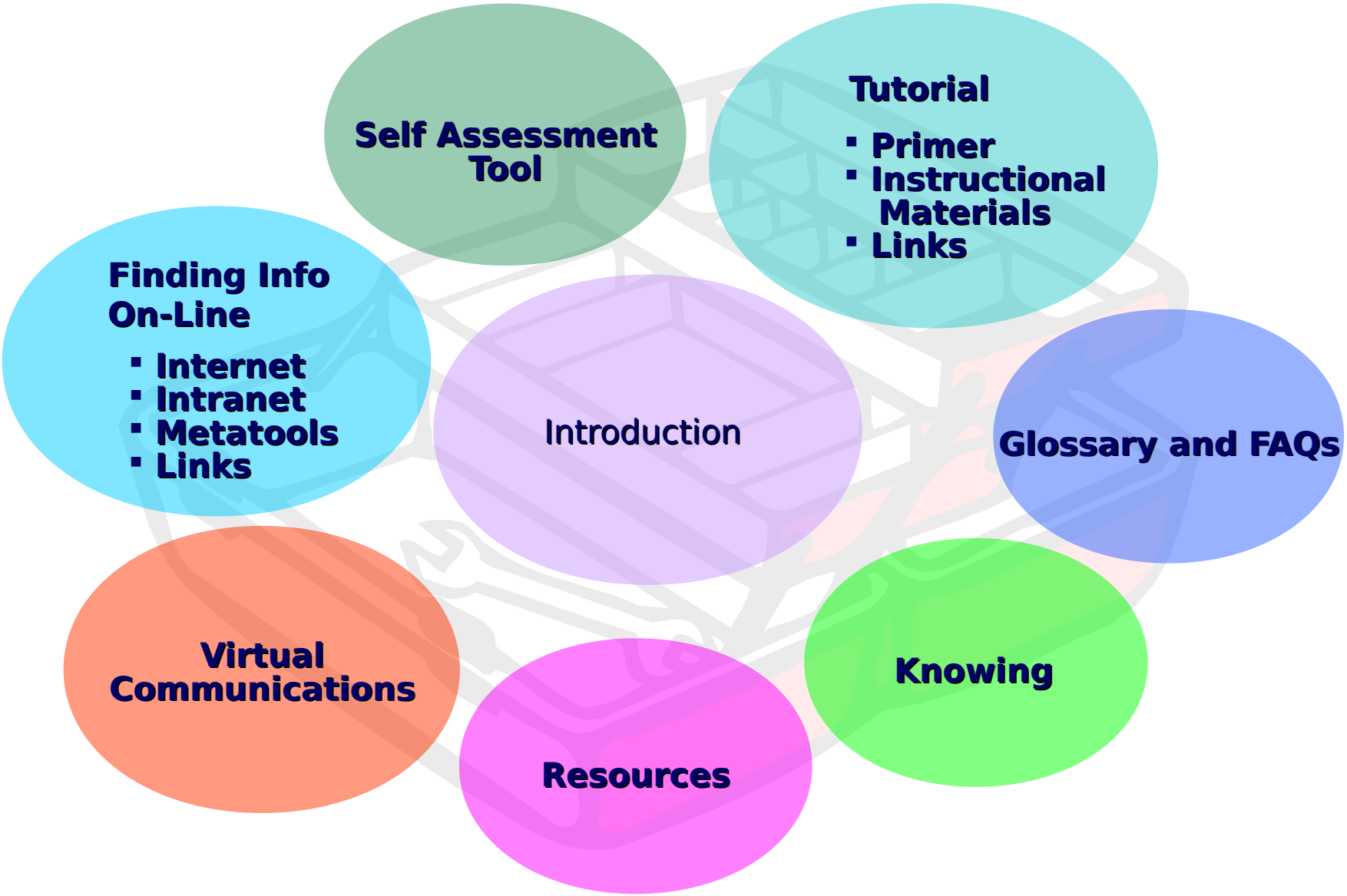
Toolkit History

- Initial Meetings July 2000,
- Plan approved September 2000
- Timelines for development
- Writing, editing, and Testing
- Version 1.0 April 2001
- Lessons Learned May -June 2001
- Version 1.1, July 2001, added a search engine
- Version 2.0 - Many new subject areas added, eg. FOIA, law and legal, February 2002

Information Literacy Toolkit Approach

- Build on learnings from Consortium of Naval Libraries (CNL).
- Utilize CNL IL Working Group as SMES and content contributors.
  - Leadership by Librarian of Navy.
- Focus on understanding the dynamic virtual environment and building individual capabilities.
- Partner to ensure strong virtual communications module.
- Share product across government.

Information Literacy Toolkit Content



IL Self Assessment

- Do you recognize when you need information?
- Can you name at least two search engines?
- Can you find basic facts on the Internet?
- Can you analyze your data for validity and reliability?
- Do you know how to identify a Computer Hoax or Urban Legend?
- Do you know how to request permission to use information under copyright?
- Do you know basic steps to ensure your online privacy?
- Do you know what browser you are using?

Tutorial Section - Version 1.0

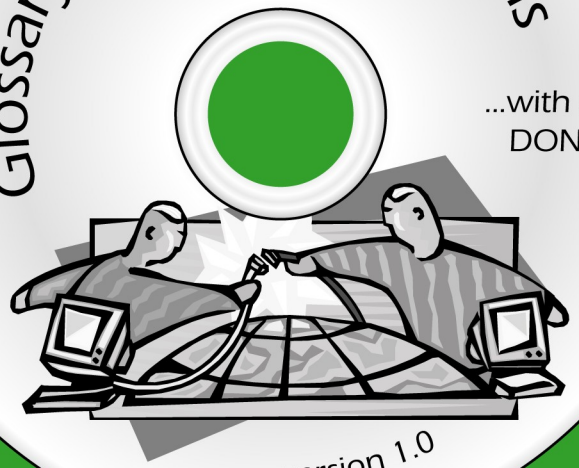
- Internet Primer
- Selecting Resources
- Searching Resources
- Evaluating Information
- Using Information
- Information Ethics

Tutorial Details - Version 2.0

- Introduction
- Internet Primer
- History of the Internet
- Information Ethics
- Information Cost & Value
- Related Resources

Glossary of IM/IT & KM Terms

...with a
DON Focus



version 1.0

April 2001

Finding Info Online

- Overview
- Search
- Reference & Research
- Government-Related Sites (Civilian)
- Military/Naval
- Locating People: E-Mail, Telephones & Addresses
- Electronic Mail Lists/Newsgroups
- Subjects

Subjects

- Abbreviations & Acronyms
- Awards & Decorations
- Bibliographies, Military
- Business & Acquisition
- Customs & Traditions
- Defense Information
- Education
- Employment & Careers
- Energy & Environment
- Foreign & Intl Relations
- Forms
- History
- Housing
- Law & Legal
- Maps
- Medicine and Health
- Modeling And Simulation
- News [DoD & Services]
- Photos, Images, & Graphics
- Policy And Doctrine
- Recreation
- Regulations, Instructions
- Safety
- Science And Technology
- Ships
- Travel
- Weapons and Equipment

Virtual Communications

Assessment for Virtual Communications

Why use virtual communications? What is the purpose or task that must be accomplished? What are the desired outcomes?

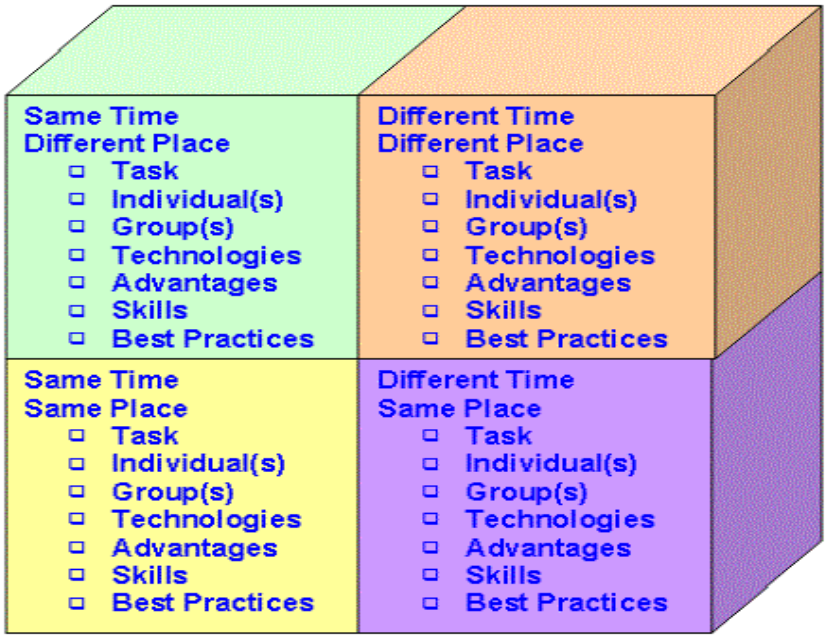
Who is the audience? What are their needs? What are the group dynamics that will influence communications? What is the level of experience?

Where are the participants located? What are the dimensions that will influence communications? What will make it difficult?

What tools are available? What tools will best facilitate the communications? What are the usability issues related to the tools?

How to best communicate? Identify best practices and principles for communications based on the other factors. Create a plan for communications.

Matrix



KNOWING is seeing beyond images; hearing beyond words, and sensing beyond appearances.

So it is said that if you know others and know yourself, you will not be imperiled in a hundred battles; if you do not know others but know yourself, you win one and lose one; if you do not know others and do not know yourself, you will be imperiled in every single battle.

– Sun Tzu, The Art of War

U.S. Army Research Institute

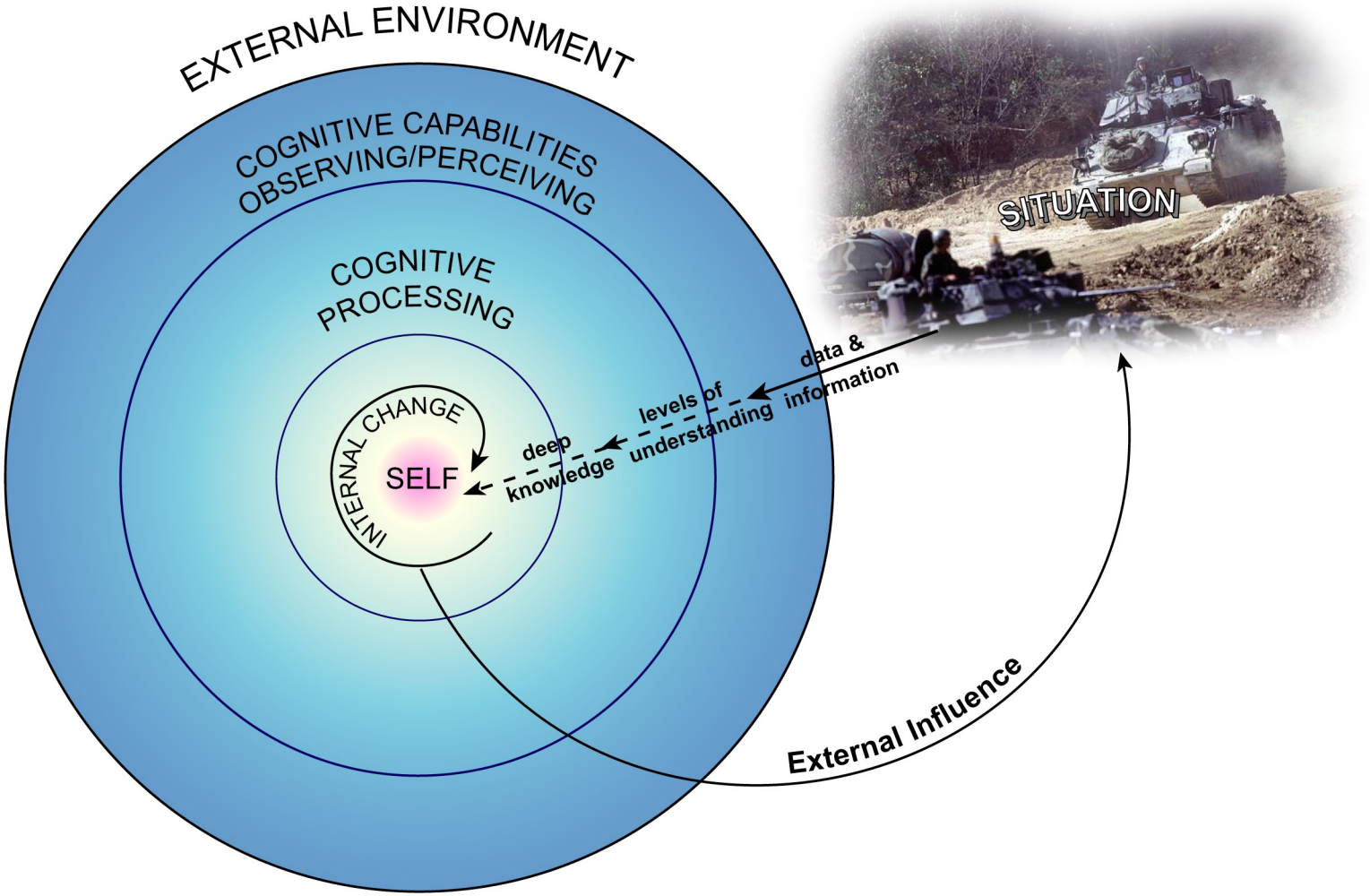
For the Behavioral and Social Sciences

Is it possible to make Situational Awareness (SA) a "Basic" or a habitual way of processing and thinking about sensory input? … Do high SA individuals have better spatial ability or different spatial abilities? Are they better at attention sharing or pattern matching? Do they have mental models or schemas that allow them to be more aware? Do they have the ability to discern patterns that others find difficult?…

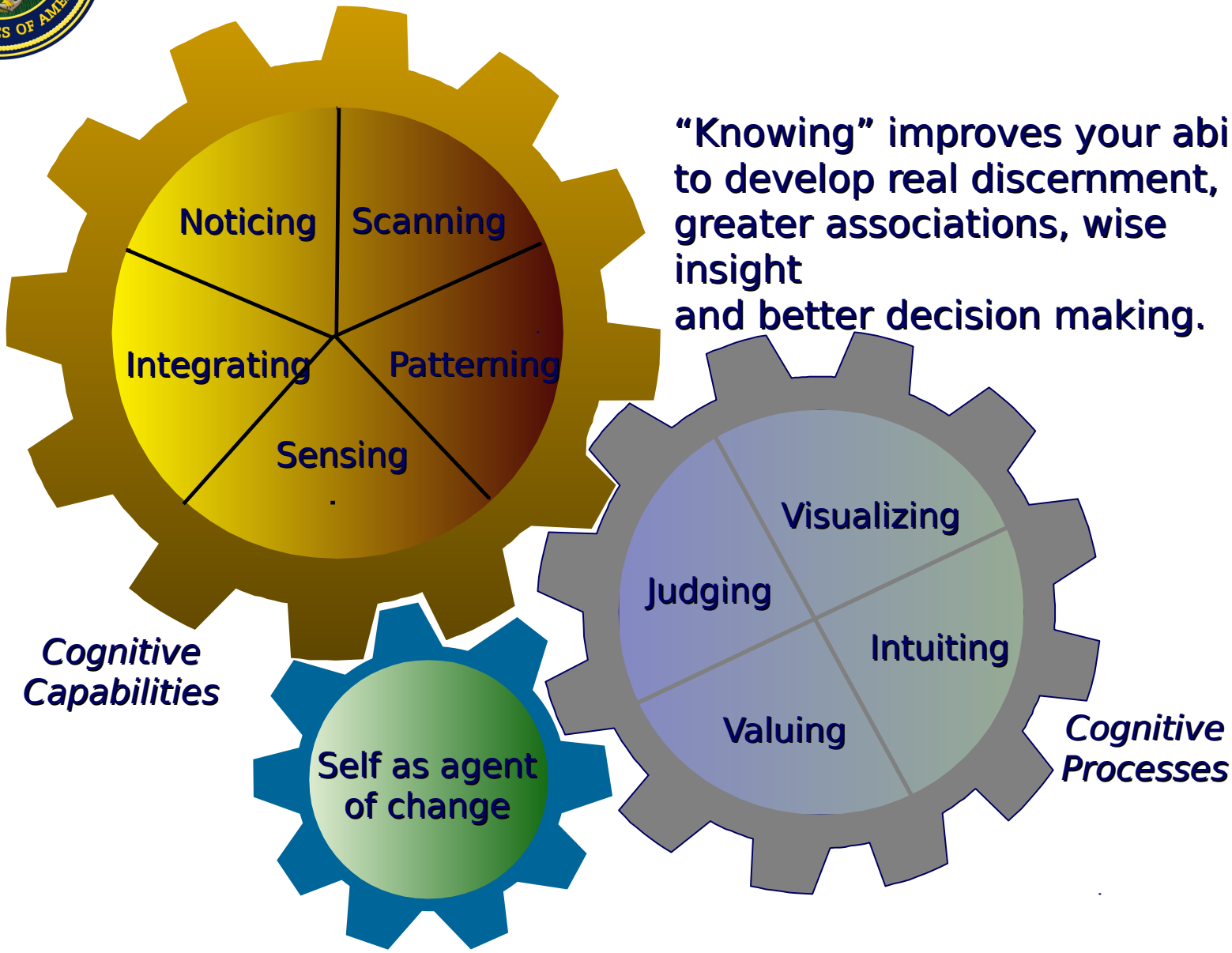
One proposal was to design SA exercises to train leaders to adapt to various unpredicted actions on part of the enemy, and to train them to examine their plans from the adversary's perspective.

Papers from the 1998
Infantry
Situation Awareness
Workshop

Developing the Concept of Knowing



Knowing 2000



"Knowing" improves your ability to develop real discernment, greater associations, wise insight
and better decision making.

Information literacy is a survival skill in the Information Age. Instead of drowning in the abundance of information that floods their lives, information literate people know how to find, evaluate, and use information effectively to solve a particular problem or make a decision...

- Presidential Committee on Information Literacy

Additional Toolkit Resources

- Basic Information Literacy Info from ACRL
  - http://www.ala.org/acrl/infolit.html
- CD ROM Versions - Here at conference or contact me at bradleysc@navair.navy.mil
- Online toolkit version via DONCIO
  - http://www.don-imit.navy.mil/iltoolkit

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